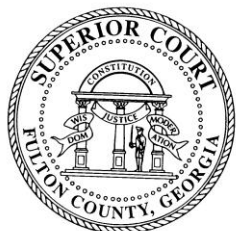


# JOB ANNOUNCEMENT



## SUPERIOR COURT OF FULTON COUNTY

**LAW CLERK**  
**(State Funded Position)**  
**Salary: \$62,636\* with Benefits**

**Closing date: August 16, 2013**

**QUALIFICATIONS:** Juris Doctor Degree and experience practicing law is preferred

**LICENSING REQUIREMENTS:** Member in good standing with the State Bar of Georgia

**TO APPLY:** Resumes with letters of interest may be sent to the Superior Court Administrator's Office, 136 Pryor Street, Suite 640, Atlanta GA 30303 or emailed to [SCA.BusinessOffice@fultoncountyga.gov](mailto:SCA.BusinessOffice@fultoncountyga.gov) by **Friday, August 16, 2013.**

**EXAMINATION:** Resume must document that the applicant possesses the minimum knowledge, skills, education and experience as listed. If selected, an official, accredited college and law school transcript are required, at time of employment, for all degrees/course work used to qualify for this position.

**JOB SUMMARY:** The Law Clerk performs duties related to conducting legal research on a wide range of subjects; preparing legal summaries, providing legal expertise to judges and other staff in the Fulton County Superior Court.

**ESSENTIAL JUDICIAL DUTIES:** The duties for the position include but are not limited to the following: Manage foreclosure cases, mandamus actions, habeas petitions and death penalty cases. Serve as a floating Law Clerk to Superior Court Judges as needed. Screen pro se filings, perform legal research and draft legal opinions, court orders, and other documents as assigned. Prepare legal summaries of facts and arguments for cases to be brought before the Court. Draft legal memoranda on court cases, writs, and specific points of law as required. Review legal opinions and various legal publications for research purposes. Provide analysis of orders/motions and monitor same for compliance. Review and evaluate requests for information submitted by the media, parties to cases, County personnel, the County Attorney and the general public. Draft contracts for review to assist with general administrative needs of the Court. Provide legal analysis on general administrative matters to the Chief Judge and Court Administrator.

**KNOWLEDGE:** (position requirements at entry): Theories, principles, and practices of criminal law and procedure, civil law and procedure, family law contract and employment law; Principles and practices of customer service; Court practices and procedures; Legal terminology; Methods and techniques used to conduct legal research; Principles and practices of legal document preparation; Personal computers and related software.

**SKILLS:** (position requirements at entry): Organizing and prioritizing work; resolving problems and making decisions; preparing and presenting oral and written communications/reports; conducting effective legal research and drafting sound legal documents; Identifying and investigating the facts of legal matters; establishing and maintaining effective working relationships with County personnel, officials, and the general public; operating personal computers, including spreadsheets, databases, word processing, presentations, and other related software.

\*State Funded, Fulton County Supplemented Position

IT IS THE POLICY OF THE SUPERIOR COURT OF FULTON COUNTY THAT THERE WILL BE EQUAL OPPORTUNITY FOR EVERY CITIZEN, EMPLOYEE AND APPLICANT, BASED UPON MERIT WITHOUT REGARD TO RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER, AGE, DISABILITY OR SEXUAL ORIENTATION